

**Minutes**  
**Town of Lake Park, Florida**  
**Town Commission Budget Workshop**  
**July 28, 2003 7:30 p.m.**  
**Town Commission Chambers, 535 Park Avenue**

The Town Commission met for the purpose of a continuation of the July 16, 2003 Budget Workshop on Wednesday, July 28, 2003 at 7:30 p.m. Present were Mayor Paul Castro, Vice-Mayor G. Chuck Balius, Commissioners Longtin, Otterson and Garretson, Town Manager Doug Drymon, Town Attorney Thomas Baird and Acting Deputy Town Clerk Bambi McKibbon-Turner.

Mayor Castro called the Meeting to order at 7:30 p.m.  
performed the Roll Call.  
Acting Deputy Town Clerk Bambi McKibbon-Turner.

**ADDITIONS/DELETIONS**

None.

**MOTION:** A motion was made by Vice Mayor Balius to approve the July 28, 2003 Budget Agenda; Commissioner Otterson gave a second.

Vote on Motion:

Commission Member	Yes	No	Other
Commissioner Garretson	X		
Commissioner Otterson	X		
Commissioner Longtin	X		
Vice-Mayor Balius	X		
Mayor Castro	X		

Motion passed 5-0

Mayor Castro proposed that Commissioner Comments be removed from the Agenda.

**MOTION:** A motion was made by Vice Mayor Balius to amend the July 28, 2003 Budget Agenda; Commissioner Otterson gave a second.

Vote on Motion:

Commission Member	Yes	No	Other
Commissioner Garretson		X	
Commissioner Otterson	X		
Commissioner Longtin	X		
Vice-Mayor Balius	X		
Mayor Castro	X		

Motion passed 4-1

## **DISCUSSION AND POSSIBLE ACTION**

### *Continuation from Public Works budget*

#### *Facilities Maintenance*

Paul Carlisle, Public Works Director, explained that in previous years all of the drainage, streets and signage was all budgeted into one account and this year streets and roads have been separated into their own account due to the auditors report directing the gas tax funds be applied strictly to streets and roads.

In response to a question posed by Mayor Castro, Mr. Carlisle stated that drainage, streets and sidewalks were moved over to the streets and roads account. He stated that there are courses that become available throughout the year for the education and training of current employees. The Commission granted Facilities \$500.00 for education and training.

Mr. Carlisle indicated to the Commission that the land and street fund consist of three (3) major items. One being the elevator located in the Town Hall that currently does not meet American Disability Act standards. He was quoted \$30,000.00 to bring the elevator into compliance. The other items are the roof at the Public Works Facilities office building and the Public Works Storage Barn which need to be replaced. He received three (3) estimates with the cheapest being \$35,000.00, he will also provide a contractors list to the Commission.

Mr. Carlisle explained to the Commission that \$3,000.00 for the sanitation service is being provided to the Town Hall, the Parks, the Pavilion, the Public Works and the Library. He stated that the past practice of the Town is to bill all departments the same as they would bill a residence.

Mr. Carlisle stated that Aldelphia is providing security services to the Marina under a 5-year contract that expires next January. He indicated to the Commission that Southern Comfort has separate accounts with the Town, one for the chillers in the amount of \$2,400.00 and the \$1,760.00 for the maintenance of the air conditioner units located in the Town's facilities.

#### *Vehicle Maintenance*

Mr. Carlisle explained to the Commission that repairs and maintenance had been reduced to \$1,750.00 from \$2,500.00. The capital outlay (tools and shop lighting) account was reduced from \$6,500.00 to \$1,500.00 for tool updates. Mr. Carlisle specified that the increase in the uniforms budget was due to safety supplies. He concluded that it is paramount that he provides a safe work environment for the Sanitation Department.

#### *Streets and Roads*

The Mayor communicated that he would like to increase the lighting (watts) within the Town. The Commission granted \$10,000.00 for street lighting to be placed in the contractual services account and gave Mr. Carlisle direction to contact Florida Power and Light. In response to a question posed by the Commission, Mr. Carlisle remarked that the streets and roads account is fairly new, disclosing that the facilities account has been decreased and once again increased due to the high demand of street signage updates needed.

Mr. Carlisle responded that there are five (5) salaries included in the streets and roads fund. In reference to the street signs, Mr. Carlisle explained that he intends to begin in the eastern part of town and move toward the west to bring the street signs into compliance. Commissioner Jeanine Longtin stated that she will contact Mr. Carlisle to obtain information regarding his plans.

#### *Budget for Community Development*

Town Manager J. Douglas Drymon stated that the operating cost for this department has to be carefully evaluated therefore he is not prepared to make a recommendation to the Commission regarding the outsourcing of the Community Development department. He stated that he and Interim Finance Director Cindy Sementelli are working closely to insert \$70,000.00 into the budget to cover the cost of having Calvin Giordano complete some of the initial work on the Comprehensive Plan. The Commission has not taken a position on outsourcing the department.

Interim Finance Director Cindy Sementelli stated that the Towns' budget is down \$85,000.00. She communicated that the accounting services can be decreased. She stated that this year's audit came in at an estimated \$30,000.00 less than it historically has in the past. Mrs. Sementelli responded to the Commission that Hy-Bird Inspection services has increased their fees from \$92,000.00 to \$96,000.00. The Mayor stated that the separate and distinct issues that the Commission faces are (1). Who is running the Building Department? (2). Who is coordinating building inspections, plan review, code enforcement and occupational license? (3). Does our contractual obligation with Calvin Giordano include each entity looking after their own expenses? The Commission stated that there needs to be a central point in this particular department. They feel that the Community Development employees need supervision other than Assistant Town Manager Hoa Hoang and Calvin Giordano. They directed the Town Manager to come back before them at a later meeting prepared to give a recommendation. The Commission approved the Community Development budget at \$500,000.00. They agreed that this cost center will be re-evaluated once a recommendation has been provided by the Town Manager.

#### *Budget for Community Affairs*

Community Affairs Director Dale Dougherty addressed the slight increase in the other salaries account. This amount includes the Summer Camp Personnel and Maysel Stewart's salary. The Commission requested that all employees of the Community Affairs department should be officially screened through the Palm Beach County Sheriff's Office.

The Commission granted \$14,000.00 for fireworks. They commended Mr. Dougherty for an outstanding job on handling the Community Affairs department. They have expectations to create a Recreation Department that will be budgeted for in 2004.

#### *Budget for the Library*

Library Director Jane Terwillegar was not in attendance for remarks; therefore Reference Librarian Karen Mahnk and Technology Coordinator Molly Phillips represented the Library. The Commission questioned as to why the Library is over budget for their contractual services. Cindy Sementelli responded that INA Solutions created a website for the Library. The total charge was \$2,600.00.

Mrs. Sementelli stated that the State will no longer fund the Library Directors Conference, therefore this year the Library would have to pick up the cost for this event. The Commission inquired about the Storytelling cost. Mrs. Sementelli indicated to the Commission that the Storyteller is paid bi-weekly in the amount of \$150.00.

#### *Community Redevelopment Agency*

The Commission showed direct interest to the decrease of \$314,000.00. Mrs. Sementelli indicated to the Commission that we are expecting several grants this year. The Commission questioned if there were any stipulations in the contract with Dino's that required them to repay any of the funds. They gave Mrs. Sementelli direction to review the contract and provide them with a response.

#### *Debt Service*

Interim Finance Director Cindy Sementelli communicated to the Commission that the fiscal year of 2002 on September 30 the debt service Fund had a deficit of \$190,000.00. In speaking with Auditor Scott Porter, to date the Town has broken even on that deficit and it reflects a zero balance. The recommendation of Mr. Porter for next year is to lower the debt service and secure a reserve approximately in the amount of \$100,000.00. Mrs. Sementelli stated that if the debt service is lowered to 2.5, the Town can expect revenues to be as much as \$860,000.00, expenses will be at \$777,000.00 resulting in a surplus of \$83,000.00. The Commission supported Mrs. Sementelli's recommendation and agreed to set the debt service at 2.5.

#### *Special Projects Bond Fund Revenues*

Public Works Director Paul Carlisle informed the Commission that this account is a past through account. He stated that Palm Beach County is giving the Town \$100,000.00 that we are currently not budgeted for. However, if the money is provided to the Town, then the Town will pay it out.

#### *Capital Projects Bond Fund Revenues*

Commissioner Jeanine Longtin specified that she would like to see more history on 1999, 2000 and 2001 as it pertains to this fund. The Commission showed satisfaction with the report on this account.

#### *Sanitation Fund*

Public Works Director Paul Carlisle stated that the expenditures are fairly consistent with last years'. The Commission agreed to start out with one new clam truck that will be financed, as opposed to the initial request for two. Mr. Carlisle responded to the Commission after they inquired about \$5,000.00 being budgeted for attorney fees, stating that he uses the collection services of the attorney to collect outstanding debts that are owed to the Town. Mr. Carlisle indicated that legal advertising can be reduced from \$2,000.00 to \$500.00 due to the new laws stating that the Town is no longer required to do single household mailings on the rates.

#### *Park Avenue Fund Revenue*

Interim Finance Director Cindy Sementelli stated that if the 900 Park Avenue property is closed by September 30, 2003 this fund will be closed.

Town Manager Drymon stated that he is in the process of setting up a meeting with the Palm Beach County Sheriff's Office to speak on additional personnel. The Interim Finance Director will provide a budget update that reflects the increases and decreases that were granted as of July 28, 2003.

After brief deliberation and discussion the Town Commission agreed to hold a meeting on September 10, 2003 and if changes are required they will be made accordingly.

**ADJOURNMENT:**

There being no further business to come before the Commission, after a motion to adjourn by Vice Mayor Balius, seconded by Commissioner Garretson, by unanimous vote, the meeting adjourned at 9:45 p.m.

VICE MAYOR  
*J. Christof Balius*

*Stephanie Thomas*  
Deputy Town Clerk, Stephanie Thomas

Approved on this 20<sup>th</sup> day of August 2003.